

STATE OF CALIFORNIA – CALIFORNIA STATE LIBRARY
DUTY STATEMENT

☐ Current ☒ Proposed

POSITION INFORMATION	
Approval Date: 01.12.23	Effective Date:
Position Control Number:	Position Number:
Bureau/Section: ADMINISTRATIVE SERVICES/POLICY, TRAINING AND COMPLIANCE	Classification: Associate Governmental Program Analyst
Specific Location Assigned: Sacramento	Working Title: POLICY ANALYST
Working Hours/Scheduled to be Worked: 8 a.m. – 5 p.m., Monday - Friday	Incumbent:
CONFLICT OF INTEREST	
<input checked="" type="checkbox"/> Conflict of Interest Filing (Form 700) required <input type="checkbox"/> Not Applicable This position is designated under the Conflict of Interest Code. The position is responsible for making or participating in the making of governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete Form 700 within 30 days of appointment and once per year. Failure to comply with the Conflict of Interest Code requirements may void the appointment.	
DEPARTMENT STATEMENT	
YOU ARE A VALUED MEMBER OF THE CALIFORNIA STATE LIBRARY'S (STATE LIBRARY) TEAM. YOU ARE EXPECTED TO WORK COOPERATIVELY WITH TEAM MEMBERS AND OTHERS TO ENABLE STATE LIBRARY TO PROVIDE THE HIGHEST LEVEL OF SERVICE POSSIBLE. YOUR CREATIVITY AND PRODUCTIVITY ARE ENCOURAGED. YOUR EFFORTS TO TREAT OTHERS FAIRLY, HONESTLY AND WITH RESPECT ARE IMPORTANT TO EVERYONE WHO WORKS WITH YOU.	
DUTIES AND RESPONSIBILITIES OF THE POSITION	
Job Description: Under the general direction and guidance of the Policy, Training and Compliance Officer (SSMI), the Policy Analyst, AGPA, provides impartial advice to library management regarding the development, implementation and evaluation of departmental policies and compliance by engaging in a range of activities, including research and analysis, policy development, drafting and revision, stakeholder engagement, and program design and evaluation. Duties include, but are not limited to, the following:	
PERCENTAGE OF DUTIES	ESSENTIAL FUNCTIONS
45%	Independently reviews, evaluates, and monitors departmental policies to determine benefit and impact. Identifies and develops and recommends solutions to situations in which the lack of written policy poses a potential risk to the department. Defines problem(s) and evaluation criteria; identifies and evaluates alternatives; and

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	<p>recommends, develops, and drafts departmental policies and procedures for the State Library.</p> <p>Collaborates with internal and external subject matter experts and stakeholders to review, revise, and update existing policies and to develop new policies ensuring that the State Library's administrative and management practices are in accordance with the policies and procedures established under state and federal laws and departmental goals and objectives.</p> <p>Conducts independent policy research and fact-finding studies. Develops policy survey instruments and conducts surveys. Gathers, analyzes, integrates, and reports on quantitative and qualitative policy data. Formulates policy reports that synthesizes information, benefits constituents, and displays evidence. Reviews, analyzes, and reports research/survey data and findings to assist executive management with long term policy development and problem-solving recommendations. Creates ad hoc reports at the request of the Policy, Training and Compliance Officer or Administrative Services Bureau Chief.</p> <p>Assists library programs in the development and coordination of respective policies. Liaises with stakeholders to understand and document needs, concerns and viewpoints. Assists in the analysis and evaluation (on a quantitative or qualitative basis) of the effectiveness of line program operations in meeting established goals and objectives.</p> <p>Liaises and collaborates with the Training Analyst to ensure library-wide policy and training compliance and assists in creating and administering internal training programs and materials, coordinates and facilitates in-house and contracted mandatory training courses, and reviews course content to ensure it is current, applicable, and in compliance with current authorities and policies.</p> <p>Liaises and collaborates with the Compliance Analyst to ensure library-wide policy compliance and assists with varied and complex compliance reviews of the State Library's operations and transactions to ensure compliance with civil service, state and federal laws, rules, regulations, and policies, including fiscal or managerial operations, and provides modification and/or corrective action recommendations to the Administrative Services Bureau Chief.</p>
30%	<p>Facilitates workgroups to review and document Library-wide goals, objectives, strategies, and desired performance outcomes to develop and employ appropriate resources ensuring programs have the best chance of success. Assists in determining and/or making</p>

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	<p>recommendations on how specific initiatives align with strategic goals and objectives. Through analysis and stakeholder engagement, facilitates the development of outcome performance measures over multi-year timelines. Develops briefing materials to socialize document contents and concepts for staff consumption. Facilitates working groups in the development of long-term goals and objectives, and programs that align with the library's mission, are designed to move toward the vision, and serve the interests of our clients and engages them in the process.</p> <p>Collaborates with internal teams to ensure that all analytics identify and support program deliverables and goals. Monitors program progress and evaluates impact and ability to move closer to the library's mission and vision. Suggests adjustments based on evaluations to provide options in striving for a cycle of continuous improvement.</p> <p>Independently conducts or leads and assists with the activities involved in evaluating, developing, planning, and directing a wide variety of special projects. Prepares or assists and presents proposals for special projects to management. Assists staff and management in gathering and analyzing material for special projects as assigned.</p> <p>Prepares or assists in preparing, negotiating, and administering contracts, grants, and agreements associated with such projects; may establish review and evaluation procedures. Directs and leads the collection, maintenance, reporting and publication of data regarding research and project activities.</p> <p>Assists with presentations to senior management, councils, boards, committees and/or organizations and stakeholders regarding the State Library's services or other projects as the need arises and directed by management.</p>
20%	<p>Independently conducts research and review of proposed, introduced, and enacted legislation and control agency directives to analyze and determine potential impact to Administrative Services Bureau programs and the library's internal controls. Requests additional information from departmental staff and/or performs additional research, as necessary.</p> <p>Identifies and tracks status, amendments, effective dates, etc. of directives and bills pertinent to Human Resources, Fiscal Services, Business Services and Policy, Training and Compliance. Manages calendar and deadlines for relevant initiatives and keeps supervisor and bureau chief informed of any significant deadlines or</p>

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	<p>amendments. Provides updates and briefings to appropriate bureau staff members on directives or legislation impacting priorities, policies, training, and programs.</p> <p>Prepares and delivers legislative analyses and reports to ensure business units are informed of impacts and prepared to implement changes to their respective area of functional responsibilities, to prepare necessary training or educational materials, that recommendations are in line with the State Library's priorities, and operational policies, practices, and procedures mitigate risk and are compliant. Collaborates with other bureau staff to provide critical updates and consultation to senior staff and department staff.</p> <p>Utilizes software programs including, but not limited to, Microsoft Excel, Teams, and Word, to prepare and present reports to bureau management and senior staff.</p>
PERCENTAGE OF DUTIES	MARGINAL FUNCTIONS
5%	<p>Performs other duties as required to meet bureau needs. Provides technical and analytical support to project teams and other committees as assigned. Acts as a team leader in the Policy, Training and Compliance Office. Actively participates in planning and organizing team activities. Collaborates on, advocates for, and incorporates Digital First initiatives in projects, policies, processes and procedures across all library operations and functions.</p>
<p>Supervision Received: The Policy Analyst works under the direction of the Policy, Training and Compliance Officer (SSMI); however, direction and assignments may also come from the Administrative Services Bureau Chief (CEA) or Deputy and State Librarians.</p>	
<p>Supervision Exercised: None. May act as a lead on projects and policy initiatives.</p>	
<p>Administrative Responsibility: None</p>	
<p>Personal Contacts: The Policy Analyst has daily, regular and continuous contact by phone, e-mail or in person with the Policy, Training and Compliance Officer, Policy, Training and Compliance staff and other bureau staff; occasional to regular contact with the Administrative Services Bureau Chief and Deputy and State Librarians, Information Technology Bureau staff, other State Library employees and management, other governmental agencies (state and federal), subject matter experts, and other stakeholders which may be routine to sensitive. Also maintains professional working relationships with control agencies including Department of Finance, State Controller's Office, State Personnel Board, CalHR, Fi\$Cal, etc., other state departments, and external contacts including independent contractors, vendors, consultants, and other stakeholders.</p>	
<p>Actions and Consequences: The Policy Analyst researches the efficacy of and recommends and drafts departmental policies while working with subject matter experts</p>	

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and prepares a variety of high-level documents in support of the advocacy, thought leader activities, overall mission, functions, and organization of the State Library, including department and program operations, processes, goals, and objectives. The Analyst conducts policy and compliance reviews of the State Library's personnel, fiscal, business services, library programs and other related areas to ensure the library is in compliance with civil service and library laws, rules, regulations, and policies and has significant influence in the policy development governing such. Failure to exercise good judgment and perform policy and compliance functions effectively and accurately could result in undetected deficiencies, disclosure of inaccurate information in reports, and loss of credibility to the department. Errors may have significant impact on the internal and external operations of the State Library. The incumbent must exercise a high degree of initiative, independent judgment, and confidentiality in performing duties.

Functional Requirements: No specific physical requirements are present: the incumbent may work up to 40 hours per week remotely or in an office setting, with artificial light and temperature control. Daily access to and use of a personal computer and telephone (80+%) is essential. Sitting and standing requirements are consistent with office work. Computer work is not typically heavy or repetitive. Incumbent is expected to travel occasionally (<2%), when necessary to attend forums and meetings, to meet with stakeholders or to provide consultation or training, etc.

Other Information: The Associate Governmental Program Analyst is an integral part of our policy, training and compliance team assisting in the prevention, detection, and response to potential policy issues, and promoting a positive control environment and an ethical culture consistent with the Library's mission, vision and values, serving as a resource for policy decisions, participating and assisting in the mitigation of identified policy risks, and actively communicating and educating Library staff on the importance of policy and procedures, increasing awareness of ethical business conduct and doing the right thing. Guided by the principles of excellent customer service and in alignment with Digital First initiatives, performs work and provides services via in-person, telephone, email, and other online transactions.

The incumbent must possess or be able to quickly learn the skills and expertise necessary in existing Microsoft Office software including Outlook, Word, Excel, Teams, Power Point, Forms, Visio, etc., or newly introduced software, to perform day-to-day duties regularly and successfully.

The incumbent must possess: skills and expertise Forms, handling complex, sensitive assignments; experience in state policy development; ability to perform staff analytical, planning, and evaluative work concerned with the administrative and operational aspects of agency programs and management; the ability to work independently with minimum supervision or on a team, and collaborate with all levels of staff and executive management; excellent writing and interpersonal communication skills; exercise sound judgement, a high degree of diplomacy, tact, professionalism, initiative and independence to work with a variety of stakeholders which may have competing priorities; be adaptable to changes; exercise creativity and flexibility in problem identification and resolution; manage time and resources effectively; thrive in a fast

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paced environment; maintain excellent attendance; possess exceptional analytical skills; gain and maintain the confidence and cooperation of those contacted during the course of work; and be responsive to State Library management, staff and client needs.		
SUPERVISOR CERTIFICATION AND SIGNATURE		
<i>The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise to balance the workload.</i>		
I CERTIFY THAT THIS DUTY STATEMENT REPRESENTS AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION. I HAVE DISCUSSED THE DUTIES OF THIS POSITION WITH AND HAVE PROVIDED A COPY OF THIS DUTY STATEMENT TO THE EMPLOYEE NAMED ABOVE.		
Supervisor Name (Print)	Supervisor Signature	Date:
EMPLOYEE STATEMENT AND SIGNATURE		
EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT AND I CERTIFY THAT I POSSESS ESSENTIAL PERSONAL QUALIFICATIONS INCLUDING INTEGRITY, INITIATIVE, DEPENDABILITY, GOOD JUDGMENT, AND ABILITY TO WORK COOPERATIVELY WITH OTHERS; AND A STATE OF HEALTH CONSISTENT WITH THE ABILITY TO PERFORM THE ASSIGNED DUTIES AS DESCRIBED ABOVE WITH OR WITHOUT REASONABLE ACCOMODATION. (IF YOU BELIEVE REASONABLE ACCOMMODATION IS NECESSARY, DISCUSS YOUR CONCERNS WITH YOUR SUPERVISOR. IF UNSURE OF A NEED FOR REASONABLE ACCOMMODATION, INFORM YOUR SUPERVISOR WHO WILL DISCUSS YOUR CONCERNS WITH THE HEALTH AND SAFETY OFFICER.)		
Employee Name (Print)	Employee Signature	Date: